

Appointment of Guardian ad Litem

P-3120

A Guardian ad Litem (GAL) is an attorney who is appointed by the court to represent the best interests (not wishes) of a minor child. A GAL **must** be appointed if a minor child has been born during the marriage and one of the parties believes the husband is not the father or if one of the parties is seeking to substantially change the amount of time a child will spend with a parent. A GAL **may** be appointed if there are other legal custody or physical placement issues for which the court believes is in the best interests of the child need to be protected.

For fee information, contact the court in the county in which the case is filed. You may be required to pay a deposit once a GAL is appointed.

Either party may request a GAL be appointed by completing the instructions below. Once the request is made, the judge reviews the request and orders the GAL at his/her discretion. The judge may appoint a GAL even if neither party requests one.

Court Related Office Locations

Court Self-Help Center
Courthouse, Room C-108
262-548-7524

Child Support Agency
Administration Building,
Room 348
262-548-7420

Clerk of Courts
Family Court Office
Courthouse, Room C-112
262-548-7544

Open: Mon 8:30 am - 12:30 pm **Open:** Mon-Fri 8 am - 4:30 pm **Open:** Mon-Fri 8 am - 4:30 pm
Wed 12 pm - 4 pm
Fri 8:30 am - 4 pm

Tues & Thurs by Appointment only

Waukesha County Courthouse, 515 W. Moreland Blvd, Waukesha, WI 53188

Copies can be made in the Court Self-Help Center for \$.25 per page

Procedural Checklist

- ☐ Complete the **Petition for Appointment of Guardian ad Litem** (FA-4136).
- ☐ Go to the Court Self-Help Center to have the form reviewed for completeness.
- ☐ Make two (2) copies.
- ☐ Keep one copy for your records and mail a copy of the **Petition for Appointment of Guardian ad Litem** to the other party.
- ☐ Complete the **Affidavit of Mailing** (FA-4121) and make a copy for your records. See the **Service Packet** for more information.
- ☐ File the original **Petition for Appointment of Guardian ad Litem** and **Affidavit of Mailing** with the court. Ask the Clerk of Court how the parties will be notified of the court's decision.